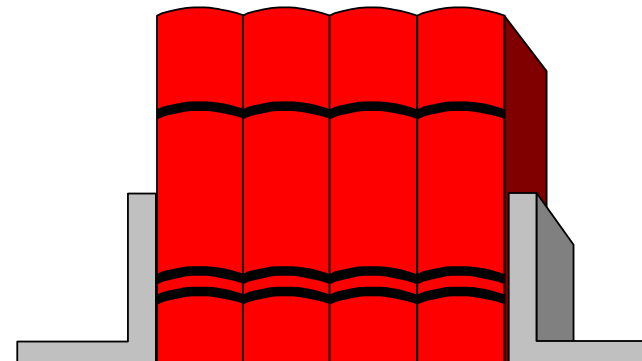

SUPERVISOR SAFETY TRAINING

***INITIAL TRAINING
FOR THE
ADMINISTRATIVE
SECTOR***



REFERENCES

- **29 CFR 1910**
- **MCO 5100.8F**
- **MCO 5100.19C**



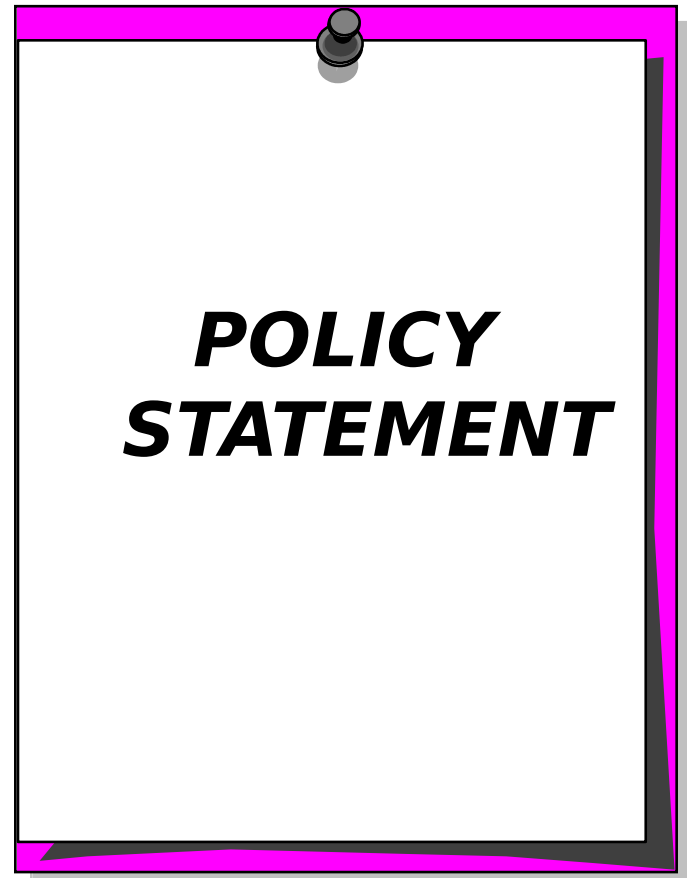
PUBLIC LAW 91- 596

- **WILLIAMS-STEIGER
ACT OF 1970**
- **REQUIRES SAFE
AND HEALTHFUL
WORKING
ENVIRONMENT**
- **REQUIRES
EMPLOYERS AND
EMPLOYEES TO
FOLLOW SAFETY
PROCEDURES**



OSH POLICY

- **PROVIDES A SAFE AND HEALTHFUL WORKPLACE FOR ALL PERSONNEL**
- **OSH PROGRAM ENDORSED BY SECNAV AND IMPLEMENTED THROUGH APPROPRIATE CHAIN OF COMMAND**



OSH PROGRAM INCLUDES:

- **COMPLIANCE WITH STANDARDS**
- **ANNUAL OSH INSPECTIONS**
- **ABATEMENT OF HAZARDS**
- **PROCEDURES TO REPORT HAZARDS
WITHOUT FEAR OF REPRISAL**
- **OSH TRAINING**
- **MISHAP INVESTIGATIONS**
- **HEALTH SURVEILLANCE PROGRAMS**
- **PERFORMANCE EVALUATIONS**



SHOULD BE PROVIDED:

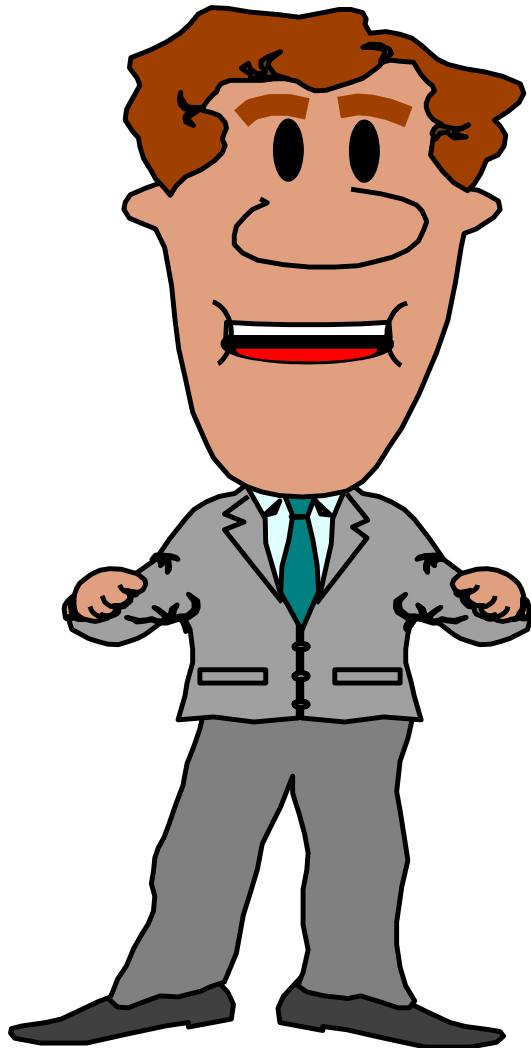
- **INITIALLY AND FOR
NEW EMPLOYEES**
- **UPDATED
PROCEDURES**
- **ANNUALLY**
- **NON-ROUTINE
TASKS SUCH AS
ASKING AN ADMIN
PERSON TO LIFT
HEAVY ITEMS: BACK
TRAINING**



SUPERVISORS' ***RESPONSIBILITIES***

- **SET EXAMPLE**
- **PREREQUISITES OF JOB**
- **REVIEW PRECAUTIONS**
- **CONDUCT INSPECTIONS**
- **ACKNOWLEDGE SAFETY BEHAVIOR**
- **INVESTIGATE AND REPORT MISHAPS**
- **CORRECT UNSAFE UNHEALTHFUL CONDITIONS**
- **PROVIDE PERSONAL PROTECTIVE EQUIPMENT IF NEEDED**

INDIVIDUAL RESPONSIBILITIES



- **COMPLY WITH OSH STANDARDS**
- **REPORT WORKPLACE HAZARDS**
- **REPORT TO SUPERVISOR ILLNESSES/ INJURIES OR PROPERTY DAMAGE RESULTING FROM MISHAP**

HAZARD REPORTING

- **EMPLOYEES**
 - » **ORAL REPORT TO SUPERVISOR**
- **SUPERVISORS**
 - » **KEEP EMPLOYEES INFORMED**
- **OPNAV 5100/11**



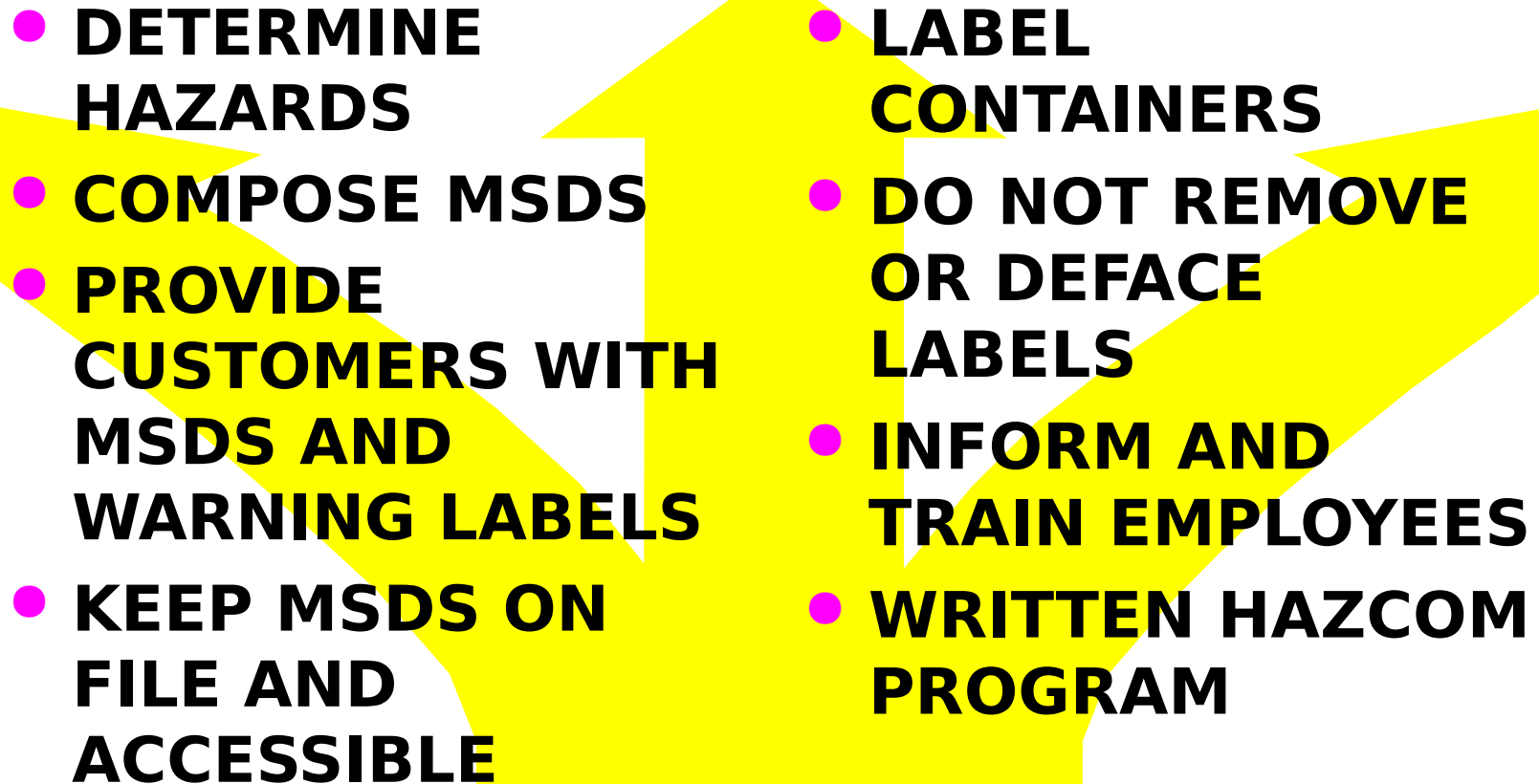
NAVMC 11401

NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

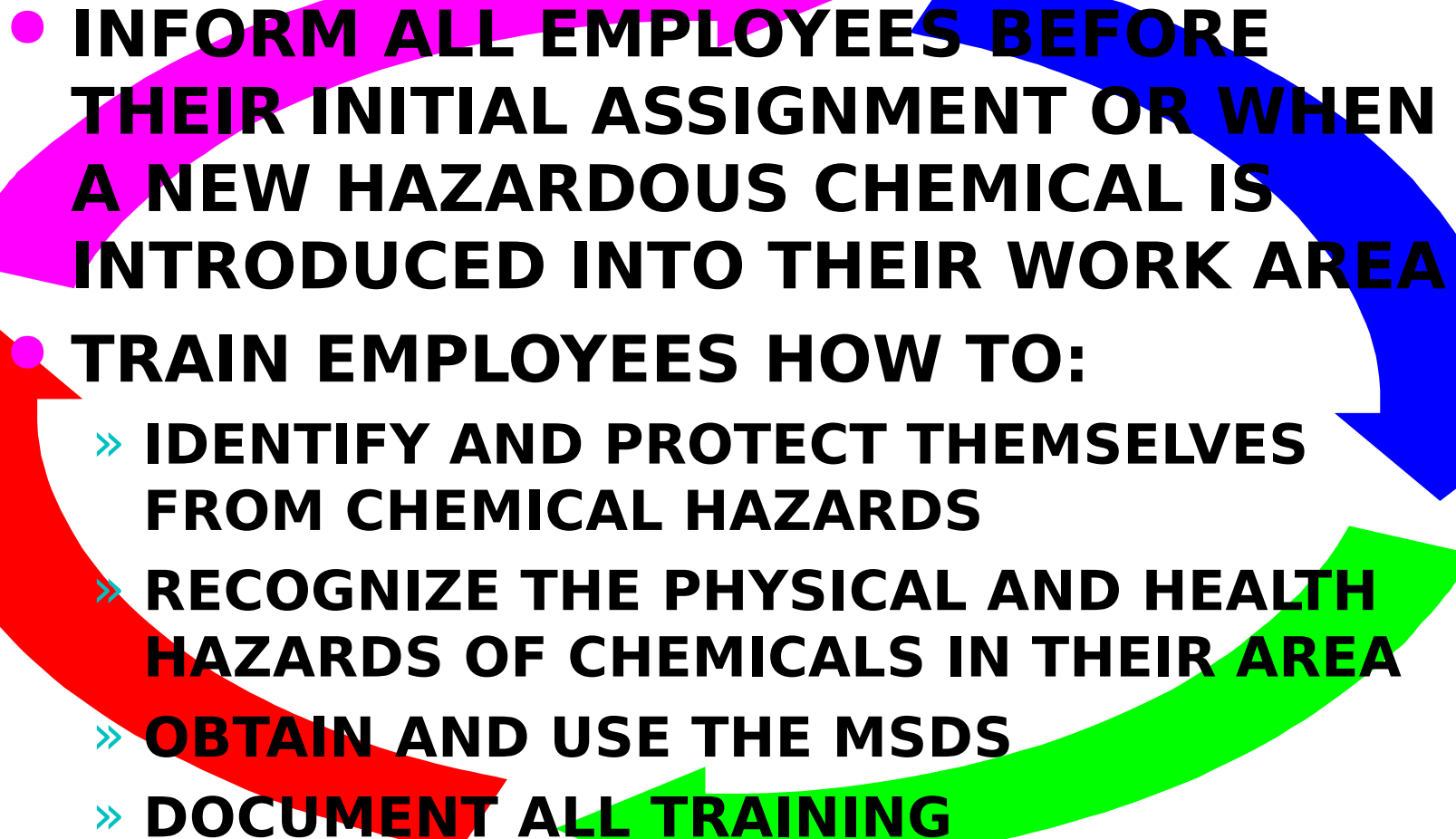
- **MUST BE POSTED**
- **EMPLOYEES SUBMIT TO OSH OFFICE - MAY BE ANONYMOUS**
- **OSH LOGS IN**
- **ACKNOWLEDGE RECEIPT TO ORIGINATOR**
- **DISCUSS SERIOUSNESS**
- **NOTIFY SUPERVISOR**
- **INVESTIGATE**
- **RESPOND BY WRITTEN REPORT WITHIN 10 DAYS**



8 BASIC HAZARD COMMUNICATION REQUIREMENTS

- 
- **DETERMINE HAZARDS**
 - **COMPOSE MSDS**
 - **PROVIDE CUSTOMERS WITH MSDS AND WARNING LABELS**
 - **KEEP MSDS ON FILE AND ACCESSIBLE**
 - **LABEL CONTAINERS**
 - **DO NOT REMOVE OR DEFACE LABELS**
 - **INFORM AND TRAIN EMPLOYEES**
 - **WRITTEN HAZCOM PROGRAM**

SUPERVISOR RESPONSIBILITIES

- 
- **INFORM ALL EMPLOYEES BEFORE THEIR INITIAL ASSIGNMENT OR WHEN A NEW HAZARDOUS CHEMICAL IS INTRODUCED INTO THEIR WORK AREA**
 - **TRAIN EMPLOYEES HOW TO:**
 - » **IDENTIFY AND PROTECT THEMSELVES FROM CHEMICAL HAZARDS**
 - » **RECOGNIZE THE PHYSICAL AND HEALTH HAZARDS OF CHEMICALS IN THEIR AREA**
 - » **OBTAIN AND USE THE MSDS**
 - » **DOCUMENT ALL TRAINING**

WHAT IS ERGONOMICS?

ERGONOMICS -

The study of the design of work in relation to the physiological and psychological capabilities of people (matching the work place to the work



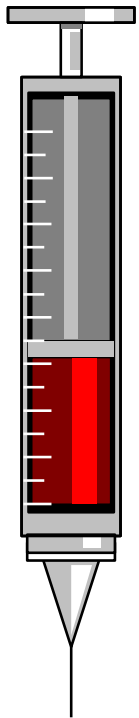
TWO BROAD CATEGORIES OF WORK PLACE DISORDERS EXIST

- **INJURIES:**

- » **THOSE DISORDERS THAT OCCUR
DUE TO A ONE-TIME EVENT SUCH AS
A CUT, CRUSH OR FALL.**

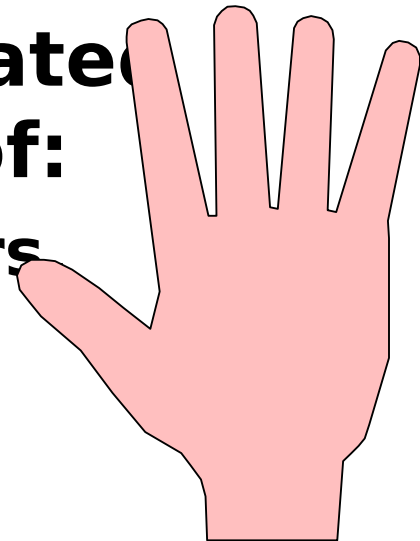
- **ILLNESSES:**

- » **THOSE DISORDERS RELATED TO
REPEATED EXPOSURE TO VARIOUS
SUBSTANCES, HAZARDS, OR
ENVIRONMENTAL CONDITIONS.**



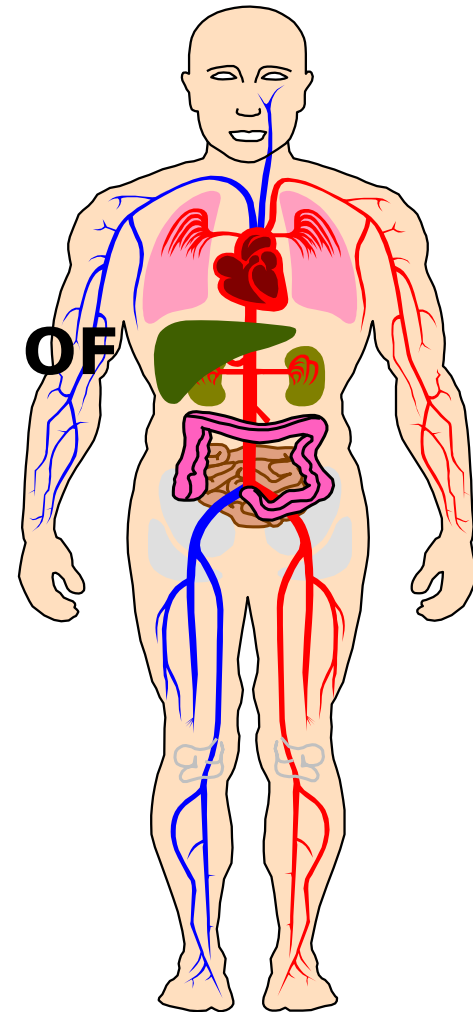
SCOPE OF ERGONOMIC ILLNESSES

- **CUMULATIVE TRAUMA DISORDERS (CTDS) are health disorders arising from repeated biomechanical stress.**
- **CTD involves damage to the tendons, tendon sheaths, related bones, muscles, and nerves of:**
 - » **Hands, wrists, elbows, shoulders neck, back.**



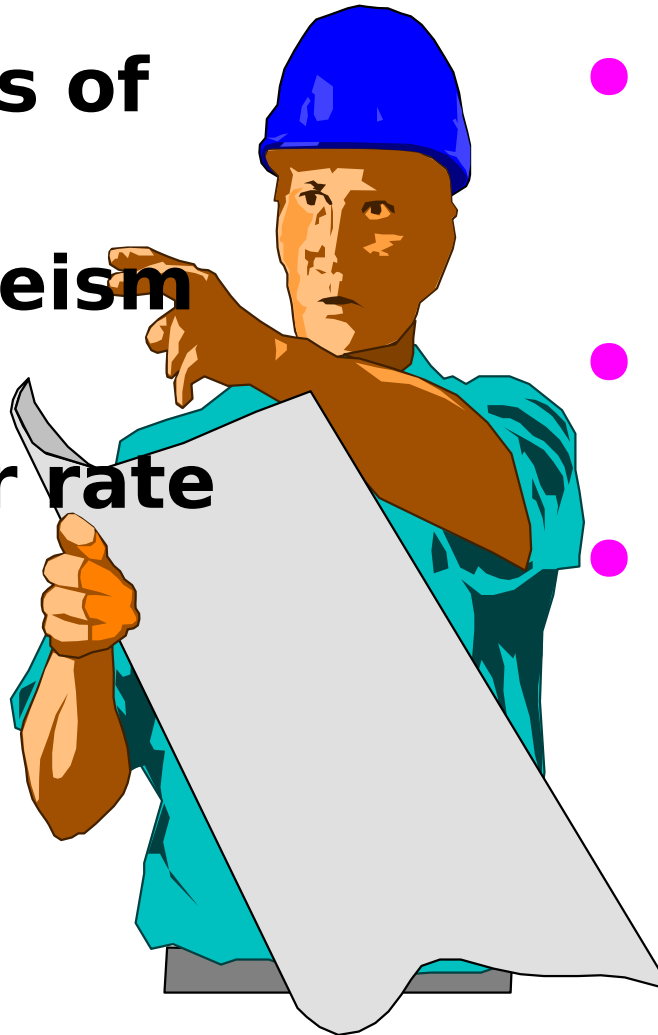
MORE FREQUENTLY OCCURRING OCCUPATIONALLY INDUCED DISORDERS:

- **CARPAL TUNNEL SYNDROME**
- **EPICONDYLITIS (TENNIS ELBOW)**
- **TENDONITIS**
- **TENOSYNOVITIS (INFLAMMATION OF
 » TENDON SHEATH)**
- **LOW BACK PAIN**



SOME POTENTIAL INDICATORS/SYMPTOMS OF CTDS

- **Incidents of CTD**
- **Absenteeism**
- **High turnover rate**

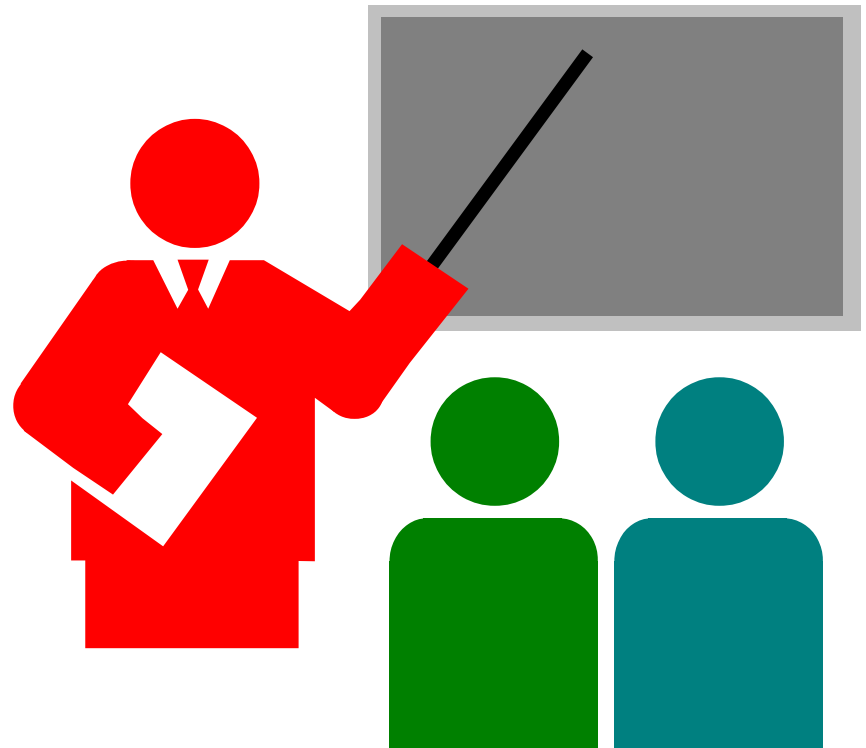


- **Complaints about muscle-skeleton pain**
- **Poor product quality**
- **Complaints of hand numbness or shoulder pain**

ADMINISTRATIVE CONTROLS

- **Controls such as:**

- » Rotating employees to jobs with dissimilar physical requirements
- » Establishing work/rest schedules
- » Training employees to use appropriate work methods when engineering controls are not feasible



ENGINEERING TECHNIQUES

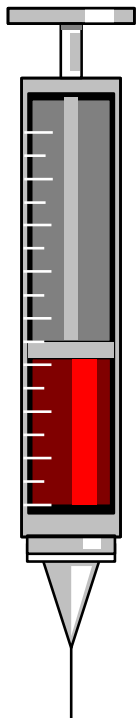
- **Engineering techniques are the preferred mechanism for controlling ergonomic hazards. This may entail redesigning the work station and work methods**

to reduce the demand of the job, such as exertion, repetition and awkward position



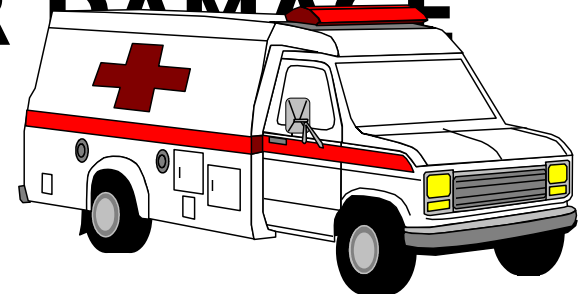
MEDICAL PROGRAM

- **MEDICAL COMMANDS SHALL SUPPORT ACTIVITY INITIATIVES TO REDUCE CTD BY PROVIDING:**
 - » **MEDICAL PRE-PLACEMENT EXAMS.**
 - » **MEDICAL MONITORING OF EMPLOYEES JUDGED TO BE AT HIGH RISK OF CTD.**
 - » **FACILITATING REHABILITATION OF INDIVIDUALS WITH CTD'S.**



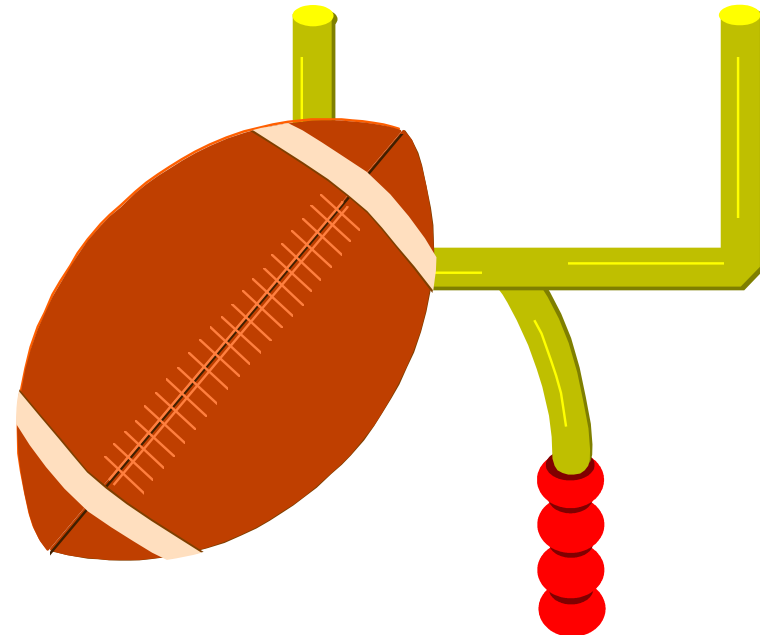
WHAT IS A MISHAP?

**ANY UNPLANNED OR
UNEXPECTED EVENT CAUSING
PERSONNEL INJURY,
OCCUPATIONAL ILLNESS,
DEATH, OR MATERIAL LOSS OR
DAMAGE OR AN EXPLOSION OF
ANY KIND WHETHER DAMAGE
OCCURS OR NOT.**



PUBLICATIONS FOR MISHAP REPORTING

- **MCO P5102.1C (GROUND)**
- **OPNAVINST 3750.6Q
(AVIATION)**



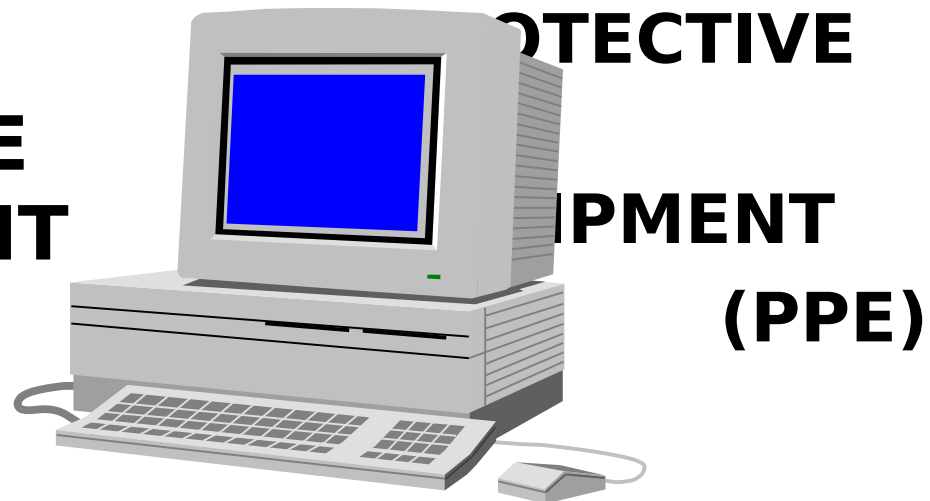
WHY INVESTIGATE MINOR ACCIDENTS

- **TO DETERMINE
POTENTIAL FOR MORE
SERIOUS LOSSES**
- **TO IDENTIFY
PREVENTION
TECHNIQUES**



MISHAP CAUSATION FACTORS

- **FATIGUE**
- **HASTE**
- **INATTENTION**
- **COMPLACENT**
- **ANGER**
- **DEFECTIVE EQUIPMENT**
- **UNREPORTED SAFETY HAZARDS**
- **NOT USING PROPER PERSONAL**



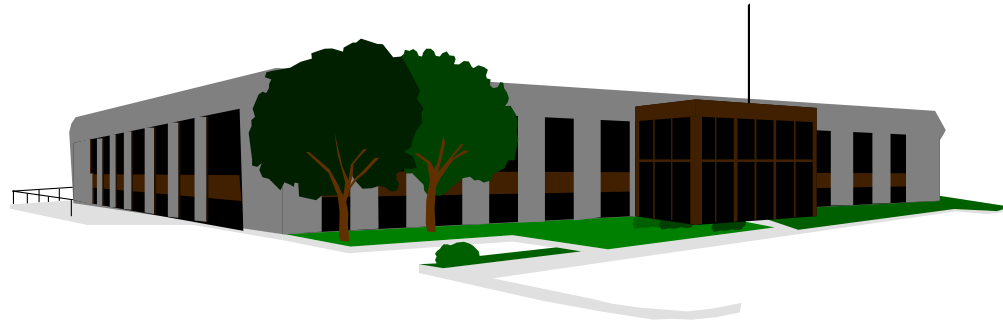
MISHAP PREVENTION

- **ATTITUDE**
- **COMMUNICATION**
- **TRAINING**
- **COMPLIANCE**
- **INSPECTIONS**
- **INVESTIGATION**
- **PROPER
MAINTENANCE**



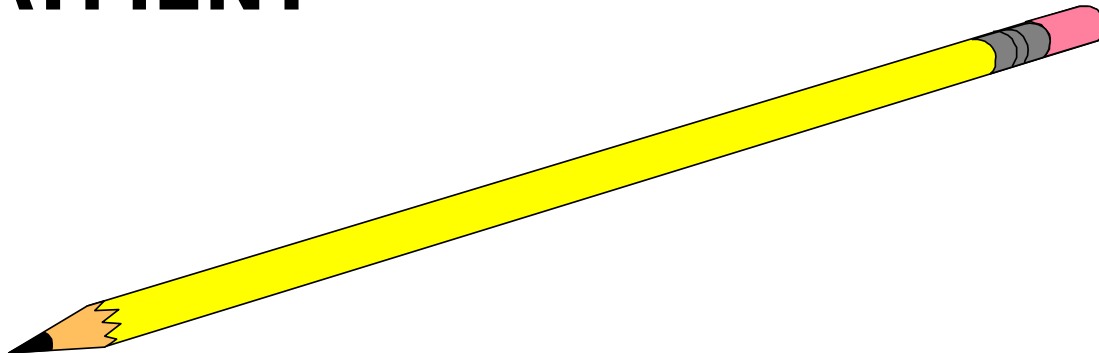
MISHAP REPORTING REQUIREMENT FOR CIVILIANS

- **FORM CA-1 OR LS-202 MUST BE COMPLETED BY THE SUPERVISOR IN ADDITION TO FILING A MISHAP REPORT, LOST TIME OR NO LOST TIME.**
- **CIVILIANS MUST GO TO MILITARY MEDICAL FACILITY BEFORE SEEKING PRIVATE PHYSICIAN CARE FOR ADMIN PURPOSES..**



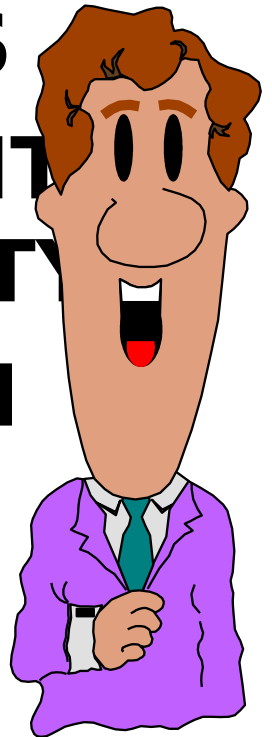
EMPLOYEE RESPONSIBILITY

- **USING SAFE WORK PRACTICES AND REQUIRED SAFETY EQUIPMENT**
- **COMPLETING ALL REQUIRED FORMS ACCURATE AND ON TIME AS WELL AS COMPENSATION CLAIMS**
- **OBTAINING NECESSARY MEDICAL TREATMENT**



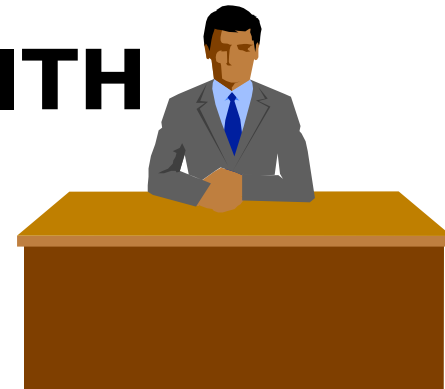
EMPLOYEE RESPONSIBILITY

- **PARTICIPATING IN REQUIRED REHABILITATION PROGRAMS**
- **COOPERATING IN PLACEMENT ACTIONS TO RETURN TO DUTY**
- **RETURNING TO WORK WHEN REHABILITATED**



MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- **MAINTAINING SAFE/HEALTHFUL WORKING CONDITIONS**
- **ENSURING THAT APPROPRIATE CLAIMS ARE PROPERLY SUBMITTED IN A TIMELY MANNER**
- **MAINTAINING CONTACT WITH INJURED EMPLOYEE**



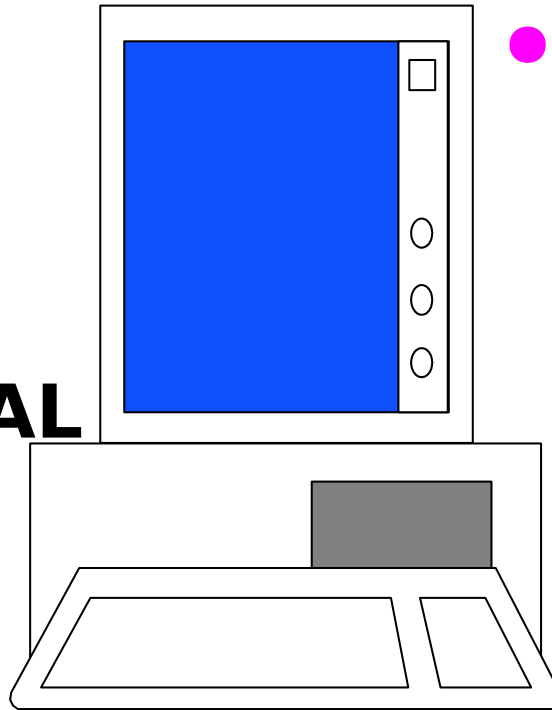
MANAGERS AND SUPERVISORS ARE RESPONSIBLE FOR:

- **MODIFYING DUTIES OF POSITION IN ORDER TO RETAIN INJURED WORKER**
- **REVIEWING FECA COST IN ORDER TO IDENTIFY AREAS WHERE COSTS CAN BE REDUCED**
- **CONSIDERED ELIGIBLE REHABILITATED INJURED WORKER FOR REEMPLOYMENT.**



OFFICE SAFETY FACTS

- **FALLING
OBJECTS
MISHAPS**
- **FIRE AND
ELECTRICAL
HAZARD
MISHAPS**
- **MISC.
MISHAPS**



- **GREATEST
NUMBER OF
INJURIES COME
FROM SLIPS,
TRIPS, AND
FALLS.
RECENTLY, THEY
ACCOUNTED
FOR 64% OF
ALL OFFICE
MISHAPS.**

OFFICE SAFETY FACTS

- **SLIPS, TRIPS,
FALLS**
- **IMPROPERLY
USED EQUIPMENT**
- **FAULTY
EQUIPMENT**
- **COLLISIONS OR
OBSTRUCTIONS
MISHAPS**




FEDERAL EMPLOYERS COMPENSATION ACT (FECA)

- **OPNAVINST 12810.1**
 - » **CNO LTR 1990**
 - » **“CHARGE BACK” TO INDIVIDUAL COMMAND**
 - » **COMMAND PAYS FOR INDIVIDUAL’S MEDICAL EXPENSES, LOST TIME OUT OF COMMAND’S OPTAR**
 - » **HRO COMPENSATION ROLL**

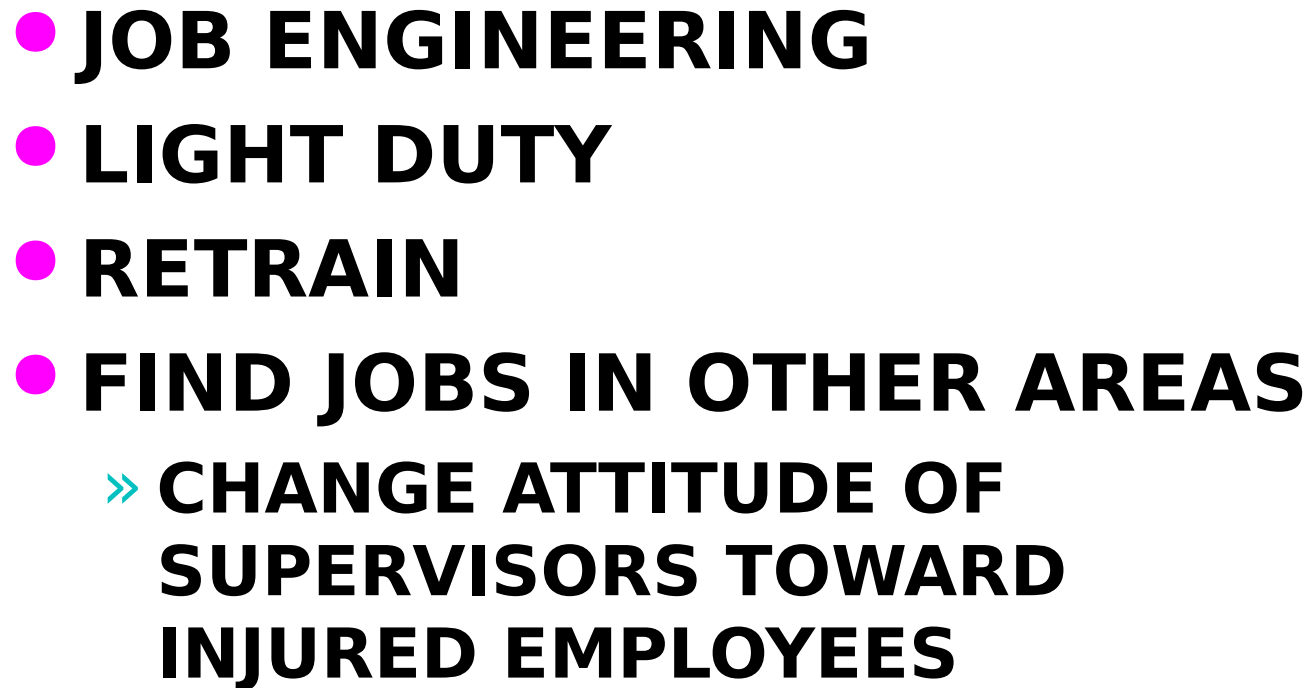


TOTAL SAFETY CENTER

FECA COSTS

- 
- **FY 95 - \$38,003.88**
 - **FY 94 - \$2,664.00**

HOW TO GET PEOPLE BACK TO WORK

- 
- **JOB ENGINEERING**
 - **LIGHT DUTY**
 - **RETRAIN**
 - **FIND JOBS IN OTHER AREAS**
 - **CHANGE ATTITUDE OF
SUPERVISORS TOWARD
INJURED EMPLOYEES**